

Appendix B

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JUL 16 '99 01:20PM VHDA MULTI-FAMILY

Commonwealth of Virginia  
Database Index Reporting Form

1. Public Body Name & Numeric Code: Virginia Housing Development Authority (1002) 4. Point of Contact: Judson McKellar  
2. Database Title: Central File Boxes Database 5. Phone Number: (804)343-5540  
3. Database Acronym: BOXES 6. Signature & Date: *Judson McKellar* 7/15/99

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

The purpose of the Boxes Database is to store and track boxed documents that are retained off site.

The Boxes system is a Sybase 11.5.1 database on an IBM AIX platform.

Information from the database may be made available, except where exempted or otherwise restricted by statute.

\*\* IN PRODUCTION AFTER JULY 1, 1998

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update: July 1, 1999 9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

Ad Hoc Queries (on paper or diskette)

b. Cost

\$55 per staff hour, minimum 1 hour charged

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97